

Maricopa County Community Services Commission

Monday, June 22, 2015 6:00pm

234 N Central Ave. #3000 Phoenix AZ 85004

The Advisory Tri-Partite Board of the Maricopa County Community Action Agency

MEETING MINUTES

MEMBERS PRESENT		
Public Sector	Private Sector	Consumer Representative
Ms. Kathie Farr City of Tolleson	Ms. Bonnie Temme Salt River Project	Mr. Lorenzo Aguirre Private Citizen
Mr. Bryan Kilgore City of Avondale	Ms. Cathy Chiang Arizona Public Service	
Judge Lilia Alvarez Town of Guadalupe	Ms. Amy Schwabenlender Valley of the Sun United Way	
	Ms. Marlena Piña The Salvation Army	
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
	Ms. Ericka Mendoza Chicanos Por La Causa	Ms. Pam DiPietro Foothills Foodbank
GUESTS AND STAFF PRESENT		
Guests		Staff
Frank Scott		Ms. Sandra Mendez, Assistant Director
Jayson Matthews		Ms. Laurie Ontiveros, Program Coordinator
Chloe Correa		Ms. Frances Delgado, Direct Services Supervisor
Sheryl Steele		

1. **Call to Order**
Chair Amy Schwabenlender called the meeting to order at 6:15 p.m.
2. **Roll Call**
Ms. Laurie Ontiveros completed roll call. Eight (8) of the ten (10) seated Commission members were present. A quorum was established.
3. **Pledge of Allegiance**
The pledge was led by Councilman Bryan Kilgore.
4. **CAA Director's Report**
 - **Dashboard Indicator Report**
Ms. Sandra Mendez provided an overview of the Dashboard Indicator (DI) Report. She outlined the current status of the programs and expenditure of funds reflected in the (DI) Report.
 - **SFY 2016 Sub-Contracts**
Ms. Mendez provided an update on the status of the SFY 2016 subcontracts. The majority of the subcontracts have been signed and executed by the Board of Supervisors (BOS), for 2016. The

remaining subcontracts are scheduled for approval at the June 24th, 2015 (BOS) meeting

- **AFY 2016 Revenue Contracts**

Ms. Mendez provided an update on the status of the SFY 2016 revenue contracts. The contract with Department of Economic Security (DES) has been signed and executed.

Ms. Mendez reported that they are working with Arizona Community Action Association (ACAA) on the 2016 contract. The contract award for 2016 has increased from the current year due to the successful depletion of voucher dollars.

- **Peoria and Surprise CAP Offices**

Surprise has agreed to enter into an IGA to serve the City of Surprise and the Town of El Mirage. The funding formula that was approved by the Commission will be executed for this IGA. The draft IGA has been sent to their attorney. The target date for execution of this agreement is October 1st, 2015.

The City of Peoria was unable to sponsor a CAP office in their city. A Request for Proposals (RFP) or a Request for Quotes (RFQ) will be released to solicit proposals for services in Peoria, Sun City, Sun City West, and Youngtown. The RFP/RFQ will be released approximately in a month to establish services in this area by October 1st, 2015. Maricopa County staff will serve the remaining towns in the Northwest Service Area.

- **Staffing Update**

Ms. Mendez announced the retirement of Mr. Mark Monroe. Mr. Monroe was the Contract Administrator for the Community Services Division (CSD). This position is currently vacant and is anticipated to be filled in the next 90 days.

- **Food For Fines**

The Maricopa County Library District contacted CSD regarding a new program the offers to eliminate library fines for residences that bring in can food. The County Library District is interested in donating the food to Community Action Programs that operate food banks. The County Library District has 17 libraries. Each library will be matched with a Community Action Program that operates a food pantry to coordinate the delivery of the donated food.

- **Rapid Rehousing Project**

Ms. Mendez shared information regarding CSD's participation in the Rapid Rehousing Project which involves the coordination of services to rehouse 250 homeless individuals. CSD will provide these individuals with utility deposits through a partnership with City of Phoenix. CSD and City of Phoenix submitted a joint proposal to ACAA requesting an additional allocation of Utility Repair Replacement Deposit (URRD) money to provide services specifically to these individuals. The proposal was approved two week ago.

Ms. Mendez submitted a request to the Department of Economic Security (DES) to carry forward remaining Low Income Home Energy Assistance Program (LIHEAP) money to use for this project. DES was concerned that some of these families were being rehoused in areas that are outside the CSD service area. Ms. Mendez has requested a waiver in writing from DES to serve these individuals. Ms. Mendez has not yet received written approval, but has received verbal approval from the Deputy Director, Lynn Larson.

This project has opened the door to opportunities that involve coordination with other Community Action Agencies on special projects. Other needed areas of coordination include the ability to partner with other cities/towns to respond rapidly to emergency situations. Ms. Mendez explained

that if DES allows this language to be incorporated in the contracts, this would provide the ability to rapidly respond to emergency assistance, without barriers.

Chair Amy Schwabenlender thanked Ms. Mendez for her efforts with this project and provided background information regarding the close of the Men's Overflow Shelter. Ms. Schwabenlender summarized the partnerships and actions that have occurred to rehouse these individuals.

- **Mass Intakes**

Ms. Mendez reported that there were three (3) mass intake; one in Guadalupe and two (2) different intakes in the City of Tolleson. Ms. Mendez shared an email that she received from Adriana Morado, City of Tolleson, highlighting the case managers' work and professionalism during these intakes.

5. **Action Items**

- **Approval of the Meeting Minutes**

The motion to approve the minutes from the April 27, 2015 Commission Meeting was made by Councilwoman Kathie Farr. Ms. Bonnie Temme seconded the motion. The motion carried unanimously.

6. **Call to Public**

- Councilwoman Kathie Farr thanked staff for their efforts in conducting the mass intakes.
- Mr. Lorenzo Aguirre commented on the quality of the Arizona Community Action Association (ACAA) Conference that was held May, 2015.
- Chair Amy Schwabenlender shared information regarding the upcoming Project Connect Event, which will be held at Avondale Middle School on July 16, 2016 from 8am -3pm. Individuals interested in volunteering for this event can register online, through VSUW.org.
- Judge Lilia Alvarez thanked Ms. Mendez for her time and care regarding the meeting that was held last week in the Town of Guadalupe. Judge Alvarez shared information regarding the progress of the Teen Court and shared information from a judicial conference that she attended.

7.

Adjournment

Chair Amy Schwabenlender adjourned the meeting at 6:58 p.m.

Next Meeting of the Maricopa County Community Services Commission.

Monday, July 27, 2015 at 6:00pm to be held at
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